

Michigan Coastal and Estuarine Land Conservation Program Grants

Request for Proposals

November 2014

This is a request for proposals for coastal land conservation projects from eligible entities for federal funding through the Coastal and Estuarine Land Conservation Program (CELCP). The National Oceanic and Atmospheric Administration (NOAA), Department of Commerce (DOC) anticipates approximately \$1,000,000 may be available through the Great Lakes Restoration Initiative administered by the U.S. Environmental Protection Agency. The Office of the Great Lakes (OGL), Department of Environmental Quality, will review projects based on the federal criteria contained in the national CELCP Guidelines and may select up to two projects to recommend to NOAA for the national competition. Typical awards are expected to range between \$100,000 and \$1,000,000. Projects selected for funding can anticipate a grant start date between July 1, 2015, and October 1, 2015. Further information regarding the goals and administrative procedures for CELCP can be found at: <http://coastalmanagement.noaa.gov/land/welcome.html>.

Eligible Applicants	State, county, township, city, or village governments. Tribal governments, conservation districts, state colleges, and universities.
Match Requirement	Federal funds awarded under CELCP require non-federal match at a 1:1 ratio. Match may be in the form of cash, in-kind contributions, such as the value of donated lands or interests therein, or a combination of the two. Federal funds may not be used as match.
Project Location	Projects must be located within the State of Michigan's CELCP boundary as defined in Michigan's Draft CELCP Plan located at: http://www.michigan.gov/coastalmanagement . Preference will be given to projects that provide direct access to the Great Lakes.
Grant Amounts	Eligible projects range between \$100,000 and \$1,000,000.
Award Period	The standard award period is 18 months and may be extended an additional 18 months, but not to exceed three years, if circumstances warrant.
Application Deadline	Applications must be received no later than close of business on January 9, 2015.
Application Procedures	Complete and signed applications are to be submitted to: Michigan Coastal Zone Management Program Office of the Great Lakes Department of Environmental Quality P.O. Box 30473 Lansing, Michigan 48909-7973
Questions	For information on Michigan CELCP, contact: Alisa Gonzales-Pennington Coastal Zone Management Program 517-284-5038 gonzalesa@michigan.gov

To request a copy of this request for proposals as a Word document, contact Virginia Berry at 517-284-5052 or at berryv@michigan.gov.

All Land Acquisition Projects Must:

- Be held in public ownership (fee-simple interest or conservation easement), and provide conservation in perpetuity.
- Provide for access to the general public or other public benefit, as appropriate and consistent with resource protection.

Eligible Uses for Grant Funds:

- Acquisition of properties or interests in properties from willing sellers, provided that the terms and conditions will ensure that the property will be administered for conservation in perpetuity, including direct expenses relating to the acquisition of lands and interests in lands acquired under the authority of the CELCP.
- Certain initial costs for land stewardship, not to exceed five percent of the award and not to exceed three years or the duration of the award period, to allow for signage, public safety, or other stewardship purposes.

Background:

The CELCP was authorized “for the purpose of protecting important coastal and estuarine areas that have significant conservation, recreation, ecological, historical, or aesthetic values, or that are threatened by conversion from their natural, undeveloped, or recreational state to other uses.”

The CELCP helps advance the national goals and priorities of the Coastal Zone Management Act (CZMA) (16 U.S.C. 1455a(e)) including:

- Protection of coastal ecosystems including wetlands, corals, and natural shorelines;
- Preservation of natural features that provide storm protection such as dunes and barrier islands;
- Minimizing loss of life and property by directing development out of high risk areas;
- Safeguarding coastal water quality;
- Preservation of historic, cultural, and archaeological features;
- Protection of aesthetic coastal features such as scenic vistas; and
- Providing opportunities for public access to the coast.

This announcement solicits applications for land acquisition projects (fee-simple interest or conservation easements) that are expected to be completed within 18 months from the start date of the award (anticipated between July 1, 2015 and October 1, 2015). NOAA may extend the performance period for project grants up to an additional 18 months (for a maximum of three years) if circumstances warrant and if progress is being demonstrated.

Each state/territory’s designated CELCP lead agency may solicit project proposals from additional state/territorial agencies identified in its CELCP plan, local governments as defined at 15 CFR 24.3, or entities eligible for assistance under section 306A(e) of the CZMA defined below, provided that each agency or entity has the authority to acquire and manage land for conservation purposes. Eligible states/territories may select and submit up to two (2) projects for this competition. The maximum funding that can be requested for each project is \$1,000,000. If a project includes multiple parcels, NOAA will evaluate it for readiness and feasibility of completion within an 18 month timeframe.

The CELCP Guidelines, published in the Federal Register on June 17, 2003 (68 Fed. Reg. 35860-35869), establishes the eligibility, procedural, and programmatic requirements for participation in the CELCP, including the criteria for financial assistance awards under the program. The Guidelines outline the criteria and process for eligible states and territories to develop a CELCP plan, nominate land conservation projects to a national competitive process, as well as the criteria and process for NOAA to select projects at the national level for funding. All applications submitted pursuant to this notice must be consistent with the CELCP Guidelines, except for the following:

- For this solicitation, the eligibility requirement that states and territories have an approved CELCP plan was expanded to include states and territories that will have submitted a draft CELCP plan to NOAA for review on or before September 15, 2013. A list of the status of each state and territory's CELCP plan, including the states and territories eligible for this competition, is available at: http://coastalmanagement.noaa.gov/land/media/CELCPplans_web.pdf.
- Any changes directed by CELCP's 2009 authorization language in P.L. 111-11 (codified at 16 U.S.C. § 1456-1), as described in this notice.

The CELCP Guidelines can be found at:

<http://coastalmanagement.noaa.gov/land/media/CELCPfinal02Guidelines.pdf>. The text of the 2009 authorization can be found at: <http://uscode.house.gov/download/pls/16C33.txt> (Title 16, Chapter 33, Section 1456-1).

Eligible CELCP Projects:

The CELCP provides support for acquisition of fee-simple interests in lands or conservation easements from willing sellers within eligible coastal states and territories (as defined in "Eligible Applicants," above). In order to be eligible, a project must:

- Protect important coastal and estuarine areas that have significant conservation, recreation, ecological, historical, or aesthetic values, or that are threatened by conversion from their natural, undeveloped, or recreational state to other uses;
- Be located within a state or territory's designated CELCP area (as identified in its CELCP plan), which is based on its coastal watershed or coastal zone boundary. If the state does not have an approved coastal zone management program, a project must benefit an approved National Estuarine Research Reserve (NERR) (e.g., be within the NERR's targeted watershed boundary);
- Provide non-federal matching funds in the form of cash or in-kind contributions at a ratio of 1:1, except as noted in section III.B. of the Federal Funding Opportunity (FFO) Notice at: <http://coastalmanagement.noaa.gov/land/media/ffocelcp14final.doc>;
- Provide for non-federal public ownership by the grant recipient or sub-recipient for conservation in perpetuity. If the grant recipient is a state agency that does not have authority to hold title to lands, the property may be held by another state agency that has the authority and mission to own and manage land for conservation purposes in a manner consistent with CELCP. (Note: In-kind match properties may be held by a qualified non-governmental organization for the purposes of conservation);
- Provide for public access, or other public benefit, as appropriate and consistent with resource protection;
- Advance the goals, objectives, and implementation of the state or territory's CELCP plan, including goals and objectives that relate to the coastal management plan or program, NERR management plans approved under the CZMA, national objectives of the CZMA, or a regional or state watershed protection plan for states and territories with approved coastal management plans;
- Acquire property or conservation easements from willing sellers;
- Be consistent with a state or territory's coastal management program approved under the CZMA; and
- Complement working waterfront needs, to the extent practicable.

Eligible Uses of CELCP Funds:

CELCP funds (i.e., the federal share) may be used for:

- Acquisition of properties or interests in properties (conservation easements) from willing sellers, including direct expenses relating to the acquisition of lands under the CELCP. Costs to be paid from the federal share must be documented and expended within the grant award period.

- The negotiated price of the property or conservation easement should be based on the fair market value as established by a complete and self-contained appraisal prepared by an independent state-approved appraiser. Appraisals must reflect nationally recognized appraisal standards, including the Uniform Appraisal Standards for Federal Land Acquisition (the “Yellow Book”). If an appraisal has not been completed at the time a project proposal is submitted, the applicant may propose a good-faith estimate of the cost for the project based on market value or agreement with the willing seller. However, if the project is selected for funding, an appraisal will be required before funds can be released. The amount of the grant cannot exceed the estimated cost in the project application. If the appraised value of the property is higher than the estimated cost in the project proposal, the applicant must make up the difference. If the appraised value is lower than the estimated cost, NOAA will reduce the federal share of the project as appropriate. More information can be found in section 4.2.d in the CELCP Guidelines.
- For projects that propose to acquire more than one property, parcels must be located in the same vicinity, be substantially related in terms of conservation values, or have other direct physical or strategic connection (e.g., acquiring multiple properties that will be assembled into a single greenway). NOAA recommends that applicants limit the scope to acquiring no more than five separate parcels (including parcels that would be acquired directly with CELCP funds as well as those that would be counted an in-kind match). Properties containing multiple parcels covered under a single appraisal, title report, and survey plat could count as one parcel (e.g., a subdivided property with the same landowner).
- Direct and indirect costs for administering the grant award.
 - Note that administrative costs may be included in the federal share, the match share, or a combination thereof, but the total amount allocated for costs of this nature may not exceed the value of five percent of the federal share; e.g., a proposal requesting \$1 million in CELCP funds may include a maximum of \$50,000 for administrative costs in the budget. Whether included in the federal share or the match share, such costs must be incurred within the grant award period. Such costs may include time spent by staff for project planning, implementation, and review, as well as costs for certain initial land stewardship activities, such as signage, public safety, or other stewardship purposes.
 - Expenses such as appraisals, surveys, title opinions, and other direct transaction costs are considered acquisition costs and do not count toward the five percent limit for administrative costs. If an application includes indirect costs, the amount must be based on the indirect cost rate negotiated and approved by the applicant’s cognizant federal agency. Applicants requesting indirect costs are required to submit a copy of their indirect cost rate agreement. If an award recipient has not previously established an indirect cost rate with a federal agency, the negotiation and approval of a rate is subject to the procedures required by NOAA and the DOC (see pages 6-8 at: http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_and_Conditions_01_10_2013.pdf).
 - Allowable grant costs are limited to costs necessary and reasonable to achieve the approved objectives of a grant, and must be consistent with general cost principles for grants awarded by federal agencies, as contained in the Office of Management and Budget (OMB) Circular A-87 “Cost Principles for State, Local, and Indian Tribal Governments.” A copy of OMB Circular A-87 (and A-122, referenced later in this notice) can be found at: http://www.whitehouse.gov/omb/grants/grants_circulars.html.

NOAA will not reimburse expenses that have been incurred prior to the start of a grant award, except in the following cases. Applicants may receive reimbursement for certain costs incurred within 90 days prior to the grant’s official start date if they are requested in the application and the applicant can demonstrate it is necessary to incur the costs prior to the official award start date. Pre-award costs eligible for consideration

include such costs as needed for conducting: appraisals, title work, and environmental assessments. The cost of land acquisition may also be reimbursed as a pre-award cost if the acquisition occurred between the “selection date” (the date that NOAA selects its list of projects for funding) and the start date for an approved grant award. If an applicant incurs costs before the effective date of the grant, they do so at their own risk. CELCP funds may not be used for:

- Funding long-term operations, maintenance, and management of the land (above those costs allowed for initial land stewardship);
- Construction of buildings, boat launching facilities, docks or piers, shoreline armoring, or other facilities;
- Research;
- Outreach and education;
- Acquisition of lands, or interests in lands, that completely restrict access to specific persons (e.g., non-residents of a community);
- Acquisition of lands, or interests in lands, to comply with mandatory or compensatory mitigation for recent, pending, or future habitat losses resulting from the actions of agencies, organizations, companies, or individuals;
- Enforcing fish, wildlife, or other regulations, either solely or primarily, except when necessary for the accomplishment of approved project purposes;
- Acquisition of land for active recreation such as sports facilities, water parks, playgrounds, or similar uses; or
- Reimbursement of expenses that have been incurred prior to the start of a grant award, except those approved as pre-award costs.

Title and Ownership:

Title to the land or interests in land (conservation easement) acquired with CELCP funds must be held in perpetuity by the grant recipient or sub-recipient. If the grant recipient (or sub-recipient) is not authorized to hold and manage lands for conservation purposes, such as in the case of a state planning agency, the recipient may designate another eligible public agency within the same unit of government (e.g., an eligible state or territorial land-holding agency with a mission consistent with managing land for long-term conservation under the CELCP). Title and ownership of land or interests in land (conservation easement) used as match must also be held in perpetuity by the same public agency or a qualified non-governmental organization. If the land interest will be held by an entity other than the grant recipient, the grant recipient remains financially accountable for the funds received and the match obligation and ensuring that the lands (both CELCP-acquired properties and properties used as in-kind match) remain protected consistent with the terms of the grant. Eligible recipients and sub-recipients are described in section III.A of the FFO.

As a condition of the grant award, NOAA will require that language be recorded for each deed or easement advising that the property has been acquired with federal funds from NOAA or used as match for same, and assurances that the property will be held for conservation in perpetuity. If the property has already been acquired prior to the start of the award (such as in the case of “banked match”), the recipient, the recipient’s designated public agency, or the qualified non-governmental organization must record and furnish to NOAA a covenant or other appropriate notice of record advising of the same. See section 5.3 of the CELCP Guidelines for additional information on special award conditions.

If the property or interest in property acquired with CELCP funds is sold, exchanged, divested, or converted to other uses that are inconsistent with the purposes for which it was acquired, the recipient must return funds to NOAA. If a property used as match for CELCP funds, or interest in property used as match, is sold, exchanged, divested, or converted to other uses that are inconsistent with CELCP, the recipient must return the equivalent value of funds to NOAA. The grant recipient is legally and financially accountable for the funds received and ensuring that lands (both CELCP-acquired properties and properties used as in-kind match) remain protected consistently with the terms of the grant, regardless of ownership. See section 2.6.c. of the CELCP Guidelines for additional information.

Project Readiness:

The OGL expects that proposed projects will be well along in their development. Recognizing that projects can be in various stages of development and that funding from this cycle will not be available until July to October 2015, project proposals should be as specific as possible. Proposals should at least be for specific tracts of land, and landowners should have been contacted about their willingness to sell.

Grant Application Format:**1. Project Description/Scope of Work (Suggested Template):**

Below is a suggested format for describing a proposed project. The project description should provide information for the parcel(s) to be acquired or for which an easement is being obtained with CELCP, as well as for non-federal match. If the non-federal match will be provided through in-kind contribution of another parcel, the project description should also provide information about the match parcel(s).

TITLE OF PROJECT**Project Description/Scope of Work:**

- Project Size and Relationship to the Coast/Estuary and/or NERR – Include the total acreage and length of frontage on coastal waters and/or describe the site's proximity and relationship to a coastal or estuarine area. If the project also provides benefits to a NERR, describe the project's relative proximity and relationship to the reserve and/or reserve's watershed. (Applicants are encouraged to reference the reserve's targeted watershed boundary in project applications. Targeted watershed boundary maps for each reserve are available on the CELCP Web site at: <http://coastalmanagement.noaa.gov/land/welcome.html>.)
- Legal Rights to Be Acquired – Describe if the property will be held in fee-simple ownership or if a conservation easement and/or public access easement will be acquired.
- CELCP Goals – What values are contained within the proposed project or property to be acquired? (Please identify which ONE of the following values best describes the project's primary purpose for protection under the CELCP: ecological, conservation, recreational, historic, or aesthetic. Please provide any applicable information on how the project contributes to each of these values. Each project will be judged first on how the project furthers its primary purpose and also how well it furthers the other four purposes.)

PRIMARY PURPOSE is _____.

○ **Ecological:**

- Describe the different habitat types that are found on the project site (e.g., upland forest, scrub/shrub, fields), provide information on the habitat quality, including any impairments such as invasive/exotic species, and provide estimated acreages for the different habitat types.
- Describe the ecological importance of the acquisition for the region, particularly in relation to coastal and estuarine resources and ecosystems. For example, discuss the species diversity on the project site, and/or if the site contains habitat of specific importance to the region, and/or if protecting the site is an important part of protecting ecological connections in the region. If the project site is part of a network of existing or proposed protected areas, describe how the project will enhance linkages among ecologically important areas in the region.
- Describe how the habitat supports, or may support, federal- or state-listed, threatened or endangered species. For example, does the site provide enough acreage to support a viable population of an endangered species, or will it enhance existing protected areas that already provide habitat for a viable population of an endangered species?

○ **Conservation:**

- Describe how acquisition of the site will help establish corridors and/or linkages among areas of significant conservation, ecological, recreational, or aesthetic values that are already protected,

or preserve natural features that provide storm protection, allow shorelines to adapt to changing conditions, and/or direct development out of high risk areas.

- Indicate whether restoration is planned for the site, and if so, describe the potential for successfully restoring ecological values that have been impaired due to circumstances that have affected the site's integrity (such as invasive/exotic species and/or other alterations such as dikes or clearing for agricultural and silvicultural uses). Please also describe the plan, timeline and source of financial support for the proposed restoration.
- Describe whether the project exhibits a mix of ecological, recreational, historic, and aesthetic values that together contribute important benefits to the coastal and estuarine environment that are not provided by those values individually.

- **Recreational:**

- Describe the property's significance or contribution with regard to coast-dependent or nature-based recreation and whether the project supports priorities for recreational access identified in a state's CELCP plan or other assessment of needs for coastal recreation.
- Describe whether the site's coastal access is located in an area of determined need at the local, regional, or national level.
- Describe whether the project site will be easily accessible to many people and/or whether there will be any limits on accessibility for recreation; for example, only allowing guided tours or having the site open only at certain times of the year.

- **Historic:**

- Please describe the historical, cultural, or archaeological features of significant value; for example, features that are designated or could be designated as a National Historical Landmark or are listed on the National Register of Historic Places or a State or Local Register of Historic Places. Please include information about any formal designation the site has received.
- If applicable, explain whether the site contains evidence of historical, cultural, or archaeological features that have not been formally evaluated.

- **Aesthetic:**

- Describe the views to be preserved by this acquisition and the contribution this property makes to the surrounding area.
- Describe whether the project protects a site designated nationally as a scenic byway or wild and scenic river, or a buffer adjacent to designated areas.
- Describe whether the project supports a local or state designated scenic route, river trail, or other cultural landscape.
- Describe any other significant contribution(s) this property makes to the aesthetic character of the surrounding area.

- **Relevance to CELCP Plan**

- Describe the specific project area and priority land type(s) or value(s) in the state CELCP plan that the proposed acquisition supports, and include references to maps or page numbers wherever possible.

- **Relevance to NERR Management Plan**

- For projects that provide benefits to a NERR, describe how the project helps meet the goals of the relevant reserve management plan or other watershed conservation plans developed by the reserve or with reserve input. (*Please note:* project proponents that wish to be considered for the 15 percent reservation of funds for CELCP projects that also provide benefits to NERRs, as directed by CELCP's 2009 authorization, must include a support letter from the relevant Reserve Manager. The application should also include a map depicting the location of the project relative to the reserve and the reserve's watershed boundary, as described in section IV.B.2(1) of the FFO.)

- **Relevance to Other State/Local Plans**

- Describe how the project contributes to a state's coastal management plan approved under the CZMA.

- Describe how the project supports a regional and/or state watershed planning effort.
- Describe how the project supports a local watershed or coastal planning effort.
- Describe how the project fits into any other relevant conservation plans.
- Manageability of the Project Site
 - Describe the current use and/or condition of the site.
 - Describe the current or proposed uses of the area surrounding the site (e.g., development plans or uses allowed by zoning).
 - Describe the degree of non-native species found in the different habitats on the project site.
 - Describe whether any restoration is needed and planned, as well as whether funding has been secured for that purpose.
 - Describe any environmental remediation that has taken place and/or is needed on the project site.
- Long-term Use of the Site
 - Describe the uses that are proposed for the project site.
 - Describe how proposed uses are compatible with the primary purpose of the project.
 - Describe the long-term stewardship strategy for the site, i.e., how the ecological, conservation, recreational, historic, and aesthetic values present on the project site will be maintained or improved, as well as how enforcement against illegal uses will be supported.
- Threat of Conversion
 - Describe the current development pressures in the project area.
 - Describe the development potential of the site, including current zoning and developable area.
 - List the current status of the property, such as whether listed for sale and/or whether any subdivision or development plans are pending for the site.
- Project Readiness – Briefly describe:
 - Whether parcels or project sites have been identified.
 - The stage of discussion with landowners, such as whether preliminary contacts have been made or whether negotiations have resulted (or are likely to result) in a purchase and sale agreement.
 - Whether supporting documentation has been completed; whether the property is subject to litigation, liens, judgments, or other situations that may affect the likelihood that a project could be completed within the award period.
 - Whether the site has had or currently has contamination or other environmental hazards that must be resolved before it would be suitable for public use.
- Ability to Acquire Land – Briefly describe:
 - The organization's legal authority, personnel, and expertise for acquiring lands for long-term conservation, either directly or through partnerships with another organization.
 - The organization's previous success in acquiring lands, or interests in lands, for long-term conservation purposes.
 - If applicable, for projects proposing in-kind match properties held by non-governmental organizations (NGOs), the organization's status as an NGO, and the nature of its mission.
- Ability to Manage Land – Briefly describe:
 - The organization's capacity, in terms of funding, personnel, and expertise to manage the property, or whether the property will be managed through a partnership or stewardship agreement with another organization.
 - The organization's success in managing other properties for conservation purposes.
 - If applicable, for projects proposing in-kind match properties held by NGOs, the organization's capacity and success in managing properties for long-term conservation.
- Other Pertinent Information – If available, please include photographs of the project site that document the values described above.

Project Timeline:

Please specify a proposed award period for the grant, and include a project timeline with discrete benchmarks for completing the project within the requested award period. The proposed project timeline should assume a

start date between July 1, 2015, and October 1, 2015. The standard financial assistance award period for CELCP grants is 18 months. NOAA may extend project grants up to an additional 18 months (for a total project period of three years maximum) if circumstances warrant; however, initial proposals should not propose a timeline that is longer than 18 months.

Example: Requested Award Period: July 1, 2015, – December 31, 2016:

- **Benchmarks** – Describe the steps required to bring your project to closure during the timeframe of the award. Include target dates by which you expect to complete each of these steps and close on the property. Examples of benchmarks include:
 - Identify site(s) for purchase.
 - Acquire appraisal, title opinion.
 - Complete negotiations with landowner(s.)
 - Restoration plan/timeline, if any.
 - Submit documentation to NOAA for approval.
 - Close on property.

2. Project Budget and Justification of Proposed Costs (Suggested Template):

Below is a suggested format for providing information about the project's budget (see section IV(B)(2) of the FFO, "Required and Supplemental Elements," Item (2)). Please keep in mind:

- The total budget needs to reflect the 1:1 match requirement.
- Grants from other federal funding sources may not be used to meet state/local match unless allowed by that program's statutory authority.
- Match may not have been used previously for any other project.
- If any in-kind match is to be used (including donated land value, staff support, or other services), the budget narrative should specify the amount, the timeframe in which these costs were or will be incurred, and explain the relevance to the project.
- If the budget includes costs other than purchase price, (such as costs for title opinion, appraisal, environmental assessment, etc.), please explain them in the budget narrative.
- The proposed budget should be consistent with the "Eligibility Information" described in section III of the FFO.
- We suggest identifying a contingency plan for alternate sources of match in the event that matching funds are not secured from the proposed source, or in the event that the value of proposed in-kind match properties depreciates prior to the required time of appraisal (nine months prior to award expiration).

TITLE OF PROJECT

Budget Narrative:

- **Federal Share** – For the parcel(s) to be acquired with CELCP funds, please describe how the project costs were estimated, including:
 - What legal rights will be acquired (fee title or conservation easement);
 - The basis for establishing the land acquisition costs (if based on appraised value, please explain when the appraisal was conducted and what appraisal standards were used; if based on market price or other estimate of fair market value, please explain the basis for this estimate); and
 - Any other costs included within the requested federal share of CELCP funding to document that they are reasonable costs and necessary for the successful completion of the project.

If the requested funding from CELCP is only a portion of the total purchase price of the property, please explain whether or how the project would be viable if remaining funds cannot be secured. For example, could the property be acquired in phases? Would the CELCP funds be used to acquire an easement on a portion of the property?

- Non-Federal Matching Funds
 - Describe the source of matching funds and whether they are in the form of cash, in-kind contributions, donated land value (from a bargain sale), or value of lands that were acquired or received as a donation up to three years prior to the date of final grant application that are substantially related to the property to be acquired with CELCP funding.
 - If cash contribution, please discuss whether the funds are currently available or expected to be available within the performance period. What is the source of funding? Have actions been taken to secure the necessary funds within the proposed award period?
 - If in-kind contribution of land or donated land value, please explain:
 - Whether the property has already been acquired (through purchase or donation) and, if so, when;
 - What legal rights were acquired or will be acquired;
 - Who holds title to or will hold title to the property or conservation easement;
 - The distance and physical or strategic connection between the match property and the property(ies) to be acquired with CELCP funds; and
 - The basis for establishing the land acquisition costs or donated land value, which needs to include an estimate of the property's or easement's value at time of grant closing (i.e., within nine months of the award expiration date). If previously conducted appraisals serve as the basis for estimating the property's value, please describe the type of appraisal and standards used, the date of the appraisal, and whether the property is likely to have appreciated or depreciated since the date of value. If based on market price or other estimate of fair market value, please explain the basis for this estimate.
 - If other in-kind services such as direct staff support, acquisition-related expenses (such as title, appraisal, etc.) or restoration or remediation of the property to be acquired with CELCP funds, please provide details to document that they are reasonable costs and necessary for the successful completion of the project. Please also discuss the timing of the costs, when they were or will be incurred, keeping in mind there are different time eligibility windows for costs associated with CELCP-funded properties and properties used as match. (see: <http://coastalmanagement.noaa.gov/land/media/summarykeyrqmts.pdf> for more details)
- Other – Please also describe the following information:
 - Whether the property is currently being leased or rented, or if certain rights are held by a third party (such as timber rights that will vest at a future point). If so, please explain the nature of these circumstances and how any revenues will be used in support of the project.
 - Whether the public will be charged a user fee for access to or activities on the proposed property. If so, please explain how revenues will be used in support of the project.
 - Whether the proposed project has been submitted to or is it currently under consideration by other programs for funding. If yes, please also list which program(s) and fiscal year(s), and whether the funding requested from other programs duplicates or complements the funding requested under CELCP. If the other programs have match requirements, please indicate how all match requirements/commitments will be met. *[Note: This information will enable NOAA to coordinate with the relevant program to avoid duplication if a proposed project is selected and approved for funding by another program in an earlier funding cycle.]*
 - Potential alternate sources of match, in the event that matching funds are not secured from the proposed source, or in the event that the value of proposed in-kind match properties depreciates prior to the required time of appraisal (nine months prior to award expiration).

Budget Overview Table – Suggested Format:

Please fill out a Budget Overview Table only if the total cost of the project is greater than the requested CELCP funding (plus required matching funds). Otherwise, please fill out only the CELCP Budget Table.

Using the template below, please identify the costs associated for the full project, including funding from other sources.

Category	Amount (<i>Note if cash or in-kind value of land/services</i>)	Funding Source(s) (<i>Include information from all contributors to the project</i>)	Funds Already Expended? (<i>yes/no</i>) If so, when?
	\$		
TOTAL COST:			

(Suggested Categories: Land, Appraisals, Title Opinion, etc.)

CELCP Budget Table – Suggested Format:

Using the template below, please identify the costs associated only with requested CELCP funding and required matching funds.

Category	Federal Share from CELCP	State/Local Matching Share	Total	Funding Source (for Non-Federal Share) (<i>Note whether funding is from cash or in-kind value of land or services</i>)	Funds Already Expended? (<i>yes/no</i>) when?
Land Acquisition	\$	\$	\$		
TOTAL COST:					

(Suggested Categories: Land, Appraisals, Title Opinion, etc.)

3. NOAA CELCP Checklist:

The Project Application Checklist (Checklist) enables NOAA to determine if a project may have any adverse impacts and if additional information may be required to satisfy the requirements of applicable federal laws, regulations, or policies. The Checklist must be signed by a representative of the eligible public entity that will receive funds to execute the project. The Checklist can be found at:

<http://coastalmanagement.noaa.gov/land/media/ffocelcp14checklist.doc>.